



United States Department of Agriculture
Rural Development
Texas State Office

USDA Rural Development Texas AN No. 584 (2006-M)

AUG 31 2004

TO: All Offices
USDA Rural Development, Texas

FROM: Bryan Daniel
State Director *B. Daniel*
USDA Rural Development, Temple

SUBJECT: Fiscal Year 2005 State Internal Review Process

PURPOSE/INTENDED OUTCOME: This Administrative Notice (AN) is issued to establish the Fiscal Year (FY) 2005 State Internal Review (SIR) schedule and revise the five year plan.

COMPARISON WITH PREVIOUS AN: This AN replaces AN 577 which expired July 31, 2004.

IMPLEMENTATION RESPONSIBILITIES: The Management Control Officer (MCO), Donna Freytag, is the team coordinator for all SIRs. In compliance with Instruction 2006-M, the SIR process has been established for FY 2005. Attachment A is the revised five-year plan. Attachment B is the schedule for FY 2005 SIRs.

If you have any questions regarding the SIR process or management controls, please call Donna Freytag at 254 742-9704.

Attachments

EXPIRATION DATE:
July 31, 2005

FILING INSTRUCTIONS:
Following Instruction 2006-M

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Management Control

State Internal Review (SIR) 5-Year Plan							
Area	Office	Last	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
	Abilene	2002			X		
	Amarillo	2002			X		
1	Lubbock	2004					X
2	Brownwood	2003				X	
	Georgetown	2000	X				
	Fredericksburg	2001		X			
	Canton	2004					X
	Decatur	2003				X	
3	McKinney	2004					X
	Henderson	2002			X		
4	Mt. Pleasant	2000	X				
	Lufkin	2001		X			
5	Cleburne	2003				X	
	Groesbeck	2003				X	
	Hillsboro	2004					X
	Angleton	2001		X			
	Huntsville	2002			X		
6	Bryan	2000	X				
	Bastrop	2001		X			
	Edna	2002			X		
7	Seguin	2000	X				
8	Alice	2004					X
	Hebbronville	2003				X	
	Uvalde	2003				X	
	Edinburg	2002			X		
9	Rio Grande City	2003				X	
	San Benito	2001		X			
	El Paso	2000	X				
10	Ft. Stockton	2000	X				
	New Office	n/a		X			
TOTAL			6	6	6	7	5
Centralized programs include procurement and the multi-family housing payment center.							
	Procurement	2003				X	
	MFH Payment Center	n/a	X				

Dates - Week of:	Office to be Reviewed/Reviewer	Programs to be Reviewed
	Georgetown	
October 18 - 22, 2004		
Exit Conference: 11/2/2004	RDM Mendoza	Administrative
	C.Turner	Civil Rights
	S.Kelley	Environmental
	D.Blevins	IRM
	RDM Lehmann	HP - MFH
	G.Earl	HP - SFH (Direct)
	G.Earl	HP - SFH (Guaranteed)
	M.Canales	CP - Community Facilities
	M.Canales	CP - Water & Waste
	S.Kelley	CP - Water and Environmental
	AD Perkins	OCD - Community Development
	B.Curb	BP - Business Programs
	Bryan	
December 6 – 10, 2004		
Exit Conference: 12/16/2004	J.Sanders	Administrative
	C.Turner	Civil Rights
	S.Kelley	Environmental
	K.Brooks	IRM
	G.Ledyard	HP - MFH
	RDM Glenn	HP - SFH (Direct)
	RDM Reininger	HP - SFH (Guaranteed)
	J.Powell	CP - Community Facilities
	J.Powell	CP - Water & Waste
	S.Kelley	CP - Water and Environmental
	AD Hendley	OCD - Community Development
	B.Curb	BP - Business Programs
	Seguin	
January 24 - 28, 2005		
Exit Conference: 2/8/2005	RDM Moore	Administrative
	C.Turner	Civil Rights
	S.Kelley	Environmental
	K.Brooks	IRM
	M.Self	HP - MFH
	L.Carey	HP - SFH (Direct)
	L.Carey	HP - SFH (Guaranteed)
	C.Petru	CP - Community Facilities
	C.Petru	CP - Water & Waste
	S.Kelley	CP - Water and Environmental
	AD Krueger	OCD - Community Development
	RDM Verzele	BP - Business Programs

	El Paso	
March 14 - 18, 2005		
Exit Conference: 3/29/2005	J.Sanders	Administrative
	C.Turner	Civil Rights
	S.Kelley	Environmental
	T.Bakken	IRM
	M.Self	HP - MFH
	E.Sherrod	HP - SFH (Direct)
	E.Sherrod	HP - SFH (Guaranteed)
	RDM Persyn	CP - Community Facilities
	RDM Butler	CP - Water & Waste
	S.Kelley	CP - Water and Environmental
	AD Gonzalez	OCD - Community Development
	B.Curb	BP - Business Programs
	Ft Stockton	
May 9 - 13, 2005		
Exit Conference: 5/24/2005	J.Sanders	Administrative
	C.Turner	Civil Rights
	S.Kelley	Environmental
	T.Bakken	IRM
	RDM DeOchoa	HP - MFH
	RDM Garza	HP - SFH (Direct)
	E.Sherrod	HP - SFH (Guaranteed)
	J.Powell	CP - Community Facilities
	J.Powell	CP - Water & Waste
	S.Kelley	CP - Water and Environmental
	AD Martinez	OCD - Community Development
	B.Curb	BP - Business Programs
	MFH Payment Center	
June 6 - 9, 2005		
Exit Conference: 6/16/2005	RDM Stoneham	HP - MFH
	Mt Pleasant	
July 11 - 15, 2005		
Exit Conference: 7/26/2005	J.Sanders	Administrative
	C.Turner	Civil Rights
	S.Kelley	Environmental
	T.Bakken	IRM
	G.Ledyard	HP - MFH
	G.Earl	HP - SFH (Direct)
	RDM Wright	HP - SFH (Guaranteed)
	RDM Copeland	CP - Community Facilities
	M.Canales	CP - Water & Waste
	S.Kelley	CP - Water and Environmental
	AD Smith	OCD - Community Development
	B.Curb	BP - Business Programs

2005 Mini - SIR Schedule		
	Amarillo	
October 19, 2004	G.Ledyard	HP - MFH, Mgt. & Servicing
	Henderson 2nd	
October 12, 2004	L.Carey	HP - SFH, Acct. Servicing, REO Property
	Hebbronville	
October 25, 2004	S.Kelley	ENV - Mgt.Haz Substances
	G.Earl	HP - SFH, Appl Proc, Acct Serv, REO Prop
	Decatur 2nd	
October 18, 2004	M.Canales	CP - WW, Loan Servicing
	McKinney	
November 2004 (tentative)	J.Sanders	ADM - Financial Management
	C.Turner	CR - Community & Business
	L.Carey	HP - SFH, REO Property
	B.Curb	BP - Loan Servicing, Lender Interview
	Lubbock	
December 2004 (tentative)	C.Turner	CR - Access to RD Offices, Comm & Bus.
	C.Petru	CP - Water & ENV, Office Mgt. & Org
	B.Curb	BP - Loan Servicing, Office Management
	Alice	
January 2005 (tentative)	C.Turner	CR - Access to RD Offices
	S.Kelley	ENV - Serv. Actions, Mgt of Hazardous Subs
	D.Torres	HP - SFH, Appl. Process., L/G Process.&Clos
	D.Torres	HP - G-SFH, Guarantee Request Processing
	C.Petru	CP - WW, Loan Servicing
	R.Grams	CD - Targeted Communities
	B.Curb	BP - Loan Servicing
	Cleburne 2nd	
February 2005 (tentative)		
	G.Ledyard	HP - MFH, Mgt. Serv
	L.Carey	HP - SFH, Acct. Serv
	L.Carey	HP - SFH, REO
	Uvalde 2nd	
March 2005 (tentative)		
	C.Turner	CR - MFH
	M.Self	HP - MFH, Mgt. & Serv.
	C.Petru	CP - CF, L/G Serv.
	C.Petru	CP - WW, Loan Serv.